

Notices on Data Processing

of

RITTERSHAUS Rechtsanwälte Partnerschaftsgesellschaft mbB,

Harrlachweg 4, 68163 Mannheim

Mainzer Landstraße 61, 60329 Frankfurt/Main

Maximiliansplatz 10, Im Luitpoldblock, 80333 München

– hereinafter referred to as “RITTERSHAUS” –

1. Name and contact details of the controller responsible for processing and company data protection officer

These data protection notices apply to data processing by RITTERSHAUS in the attorney-client relationship; for data processing in online media, in particular on our website rittershaus.net, in blogs operated by RITTERSHAUS and other social media presence, the respective data protection notices provided there shall apply.

The company data protection officer of RITTERSHAUS can be reached at the address above, to the attn. of Mr. Dirk-Michael Mülot, and under datenschutz@rittershaus.net.

2. Collection and storage of personal data as well as form and purpose and its use

RITTERSHAUS collects the following information from its clients:

- title, first name, last name, position (if applicable), address
- telephone number (landline and/or cell phone), fax number, e-mail address
- information which is necessary for the enforcement and defense of rights of the client within the mandate

The collection of this data takes place,

- in order to identify clients of RITTERSHAUS as such
- in order to render proper advice to and represent clients
- for correspondence with clients
- for invoicing and payment tracking
- for handling of any liability claims and any claims against clients

Data processing takes place upon request of the client and is necessary pursuant to Art. 6 Para. 1 Sent. 1 lit. b GDPR for the specified purposes for proper performance of the mandate and for the mutual fulfillment of obligations from the advisory agreement.

RITTERSHAUS stores the personal data collected for the mandate until expiry of the statutory retention period for lawyers (six years after the end of the calendar year in which the mandate was terminated) and erases these thereafter, unless RITTERSHAUS is, pursuant to Art. 6 Para. 1 Sent. 1 lit. c GDPR, obliged to a longer storage period according to retention and documentation obligations provided for by tax and commercial law (which follow from the German Commercial Code (*HGB*), Criminal Code (*StGB*) or Fiscal Code (*AO*)), or the client agrees to further storage pursuant to Art. 6 Para. 1 Sent. 1 lit. a GDPR.

3. Disclosure of data to third parties

A disclosure of personal data of the client for purposes other than the following shall not take place.

Insofar as this is necessary pursuant to Art. 6 Para. 1 Sent. 1 lit. b GDPR for the execution of mandates with the client, personal data of the client is disclosed to third parties. This in particular includes the disclosure to the opposing party and their representatives (in particular their lawyers), as well as courts and other public authorities for purposes of correspondence, as well as for the enforcement and defense of the rights of the clients. The disclosed data may be used by the third party solely for the specified purposes.

The attorney-client privilege shall remain unaffected. Insofar as data falls under the attorney-client privilege, data shall only be disclosed in agreement with the client.

4. Rights of the data subject

The client has the right,

- pursuant to Art. 7 Para. 3 GDPR to withdraw his or her previously given consent towards RITTERSHAUS at any time. The result is that RITTERSHAUS may in the future not continue the data processing carried out on the basis of the consent;
- pursuant to Art. 15 GDPR to obtain information on his or her personal data processed by RITTERSHAUS. In particular, the client has the right to obtain information on the purposes of processing, the categories of personal data concerned, the categories of recipients to whom the personal data have been or will be disclosed, the envisaged storage period, the existence of the right to request rectification, erasure, restriction of or objection to processing, the right to lodge a complaint, the information as to the source of the data, where the data is not collected from the client, as well as the existence of automated decision-making, including profiling and, if applicable, meaningful information on relevant details;
- pursuant to Art. 16 GDPR the right of rectification or completion of his or her personal data stored with RITTERSHAUS;
- pursuant to Art. 17 GDPR the erasure of his or her personal data stored with RITTERSHAUS, insofar as the processing is not required for exercising the right of freedom of expression and information, for compliance with a legal obligation, for reasons of public interest or for the establishment, exercise or defense of legal claims;
- pursuant to Art. 18 GDPR the right to restriction of processing of his or her personal data, insofar as the accuracy of the personal data is contested by him or her, the processing is unlawful, but he or her opposes the erasure of the personal data and RITTERSHAUS no longer needs the data, but he or she requires them for the establishment, exercise or defense of legal claims or he or she has objected to the processing pursuant to Art. 21 GDPR;
- pursuant to Art. 20 GDPR to receive the personal data which he or she has provided in a structured, commonly used and machine-readable format or request transfer of those data to another controller and
- pursuant to Art. 77 GDPR to lodge a claim with a supervisory authority. In general, the client may turn to the supervisory authority at his or her habitual residence, place of work or registered seat of RITTERSHAUS.

5. Right to object

Insofar as personal data of the client are processed for the purposes of legitimate interests pursuant to Art. 6 Para. 1 Sent. 1 lit. f GDPR, the client has the right to object to the processing of his or her personal data pursuant to Art. 21 GDPR, insofar as there are grounds relating to his or her particular situation.

Insofar as the client wishes to exercise his or her right to object, an e-mail to datenschutz@rittershaus.net suffices.

6. Version and changes to these data protection notices

The data protection notices are as of May 2018.

As a result of changes in services provided by RITTERSHAUS or due to changes in statutory or administrative provisions, it may become necessary to modify these data protection notices. The current data protection notices can be accessed and printed by you on our website any time under <http://www.rittershaus.net/index.php?id=173>.